

CITY OF CHULA VISTA

Environmental Planning Internship

Stipend - \$250 / month

THE POSITION

The City of Chula Vista Planning and Building Department is currently accepting volunteer applications for the position of **Environmental Planning Internship**. This position is an ideal opportunity for an individual interested in city planning.

DUTIES

This position will work closely with the Environmental Projects Manager and the environmental planning team. Responsibilities would include document organization, preparation and distribution of public notices, mitigation monitoring tasks, research and assistance in the preparation of environmental documents.

WORK HOURS

Selected applicant may set own hours within 8:00 A.M. – 5:00 P.M. time frame. The intern should be available usually 12 – 18 hours per week or as required by the college's internship program.

DESIRABLE QUALIFICATIONS

Selected applicant must be currently enrolled in or recently completed a degree program in a related field of Environmental Studies, Planning, Urban Studies or related field. Previous work experience is not required.

Selected applicant must have the ability to use MS Windows-based platform and statistical analysis applications. Data-entry skills desirable. Ability to write and communicate clearly and concisely. Ability to speak well and present ideas clearly and effectively; a high degree of initiative and energy; ability to follow oral and written instructions; ability to maintain effective working relationships with others. The ability to coordinate multiple activities will be required.

ESSENTIAL DUTIES: Must possess the ability to sit, stand and move around. Sufficient vision to read typical business documents and sufficient vocal auditory ability to interact with others.

HOW TO APPLY. The chosen applicant will need to complete the City's Volunteer Application prior to commencing work. Please send a resume by e-mail or mail to:

Marilyn Pongeggi
Environmental Review Coordinator
City of Chula Vista
276 Fourth Avenue
Chula Vista, CA 91910
E-mail resume to: dvargas@ci.chula-vista.ca.us

Questions regarding this internship may be sent by e-mail to: mpongeggi@ci.chula-vista.ca.us

<http://www.chulavistaca.gov>